

**SCHOOL OF HEALTH PROFESSIONS**  
**APPLICATION INSTRUCTIONS**  
**CCBC CENTRAL APPLICATION SERVICE – CCBC CAS**

**FOR ALL PROGRAMS EXCEPT DENTAL HYGIENE AND PA.**

**For the Physician Assistant Program**, applications are submitted through [www.CASPAonline.org](http://www.CASPAonline.org).

**For the Dental Hygiene Program**, applications are submitted through ADEA DHCAS at <https://dhcas.liaisoncas.com/applicant-ux/#/login>. General directions can be found at <http://www.adea.org/Secondary.aspx?id=20837>

**Preliminary CCBC CAS Information**

- Note that **YOU MUST USE MOZILLA FIREFOX OR GOOGLE CHROME** to work on the application. You will not have full functionality in any other Web Browser.
- Color coding in the CCBC CAS: blue ribbons or blue buttons are action buttons. You click on them to enter items, or to download the transcript request form. Once an item is completed, it will be marked by a green check mark. You need to get a green check mark for every item in your application before it will be ready to submit.
- For detailed information, use the Frequently Asked Questions at the bottom of every page or in the drop-down menu at the top of every page under the question mark.
- Before you start the application, you will need to gather unofficial copies of your transcripts and any required forms that are included in your program packet, or other required documents such as certification cards or CPR cards. Check your program information packet to see if there are any forms required for your program at [www.cbccmd.edu/health-professions](http://www.cbccmd.edu/health-professions).
- You do not have to complete the application in one sitting. You may save it and return several times if necessary. However, you must complete and pay for the application by the deadline for your program.

**How to Submit a CCBC CAS Application for a School of Health Professions Program:**

1. Apply for admission to CCBC at <http://www.cbccmd.edu/get-started/applying-to-ccbc>
2. Review your SHP Program admission Packet at [www.cbccmd.edu/health-professions](http://www.cbccmd.edu/health-professions)
3. Apply to the SHP program by using the **CCBC CAS** at <https://ccbc.liaisoncas.com/applicant-ux/#/login>. You can also access the application on your program information page at the SHP website in #2, above.
4. Complete and submit the CCBC CAS application for your program by the stated deadline.  
You will need your CCBC student ID number and SIMON username/password.

You can [retrieve your SIMON credentials](http://ccbchelpdesksupport.ccbcmd.edu/ics/support/default.asp?deptID=8106) if necessary. Go to <http://ccbchelpdesksupport.ccbcmd.edu/ics/support/default.asp?deptID=8106>

- a. For the **anesthesia tech, dental hygiene, medical lab tech, mortuary science, occupational therapy asst., radiography, radiation therapy, respiratory therapy, and all nursing programs**, you will be asked to enter all of your courses and grades into the CCBC CAS to create an electronic transcript in the Academic History quadrant of the application. Your electronic transcript must match the official hard copy exactly. All forms and other documents must be uploaded to your application. If you do not have a scanner or smart phone, the CCBC main campus libraries have scanners that are available for student use. **Do not bring documents to the SHP Admissions Office.** You must upload them all to the CCBC CAS.
- b. For the **EMT, massage therapy, and veterinary technology** programs, you will NOT be asked to enter any courses into the application, but you WILL be required to upload unofficial copies of all transcripts into the application. You will be required to submit official copies of all transcripts to the CBC Registrar for evaluation of transfer credits.
- c. **CT and MRI** certificate programs do not have any prerequisite courses and are not asked to provide copies of transcripts. However, applicants to these programs will be asked to upload several documents into the application. See the program admissions packets.
- d. If you are currently attending or registered to take courses, mark them as in-progress. When you complete the courses, log back into your CCBC CAS account and update the grade for the course. If the course was completed at CCBC, we will pull a new transcript for you. If the course was completed elsewhere, submit a new transcript with the grades of the completed courses to the SHP Admissions Office. The address is below in #10.
- e. If your program requires recommendations as part of the admissions process, you will need to enter the person's name and email address into the application. The request for the recommendation will be emailed to your reference person through the application. There is a space for you to include a short note of thanks and indicate a deadline date to your reference person. Do NOT send paper copies of the recommendations to the SHP Admissions Office.
- f. The application fee is not refundable. Before you submit, check that you have selected the:
  - Correct program and
  - Correct start term
  - You cannot edit the program or start term after you submit the application
- g. Submit all required documents to the CCBC CAS
  - All required documents must be uploaded
  - Official transcripts, if required, must be mailed to Watertown, MA

5. Pay the \$50 non-refundable application fee. When you have completed all four quadrants of the application, your status tab will show that you have one or more programs ready to submit. Click on “Submit Application” and choose any program that is ready to submit. You cannot pay for a program until the application is complete. (All four quadrants of the application have a completely green circle on the first page of the application.)

If you have applied to more than one program, you do not have to pay for all programs at once. You can go back to “Submit Application” at any time and add another program, as long as the application deadline has not passed.

6. You can track your application, materials and transcripts received in your CCBC CAS application by selecting the application status tab at the top of the screen.
7. **ALL** official U.S. transcripts, if required for your program, from each school attended, must be sent to the CCBC CAS Transcript Center in Watertown, MA. This includes the [CCBC transcript](http://www.ccbcmd.edu/Resources-for-Students/Student-Records-and-Transcripts/Request-a-Transcript.aspx). (<http://www.ccbcmd.edu/Resources-for-Students/Student-Records-and-Transcripts/Request-a-Transcript.aspx>)
8. Submit your official U.S. college transcripts to CCBC CAS using the **Transcript Request Form**. The Transcript Request Form is found in the Academic History quadrant under Colleges Attended after you have added and saved all of the colleges you attended. Download and print the Transcript Request Form. Have your college(s) send the official transcripts (this includes CCBC transcripts) and the Transcript Request Form to CCBC CAS at:

CCBC CAS Transcript Processing Center  
P.O. Box 9134  
Watertown, MA 02471

If an online transcript request will not permit you to include the Transcript Request Form with your transcript, you must enter your CAS ID number in the address line when you request your transcript from your school.

It can take up to **4 weeks for any transcript** to be received and verified. Check your CCBC CAS account frequently and follow up with the transcript processing center as necessary. It is better to send transcripts early rather than at the application deadline. You will receive an email from the CAS when each transcript is received and posted to your account. You can also check the status tab to see if transcripts have been received.

9. If you have already submitted your external transcript(s) to the CCBC Registrar, and if the credits are posted to your CCBC transcript, then you do not have to resubmit them to the CCBC Registrar. The CCBC Office of the Registrar reserves the right to require official transcripts for any other institutions attended.
10. CLEP, AP, and non-U.S. college transcript evaluations should **not** be sent to the CCBC CAS. Instead, send them to the CCBC School of Health Professions (SHP) Admission Office. Write your CCBC CAS ID number on all documents submitted.

SHP Admissions Office

7201 Rossville Blvd  
Administration Building, Suite 100  
Baltimore, MD 21237

You will have an opportunity to designate CLEP and AP courses at the very end of the application.

11. If you are applying to Dental Hygiene, Radiography or the RN program, you must provide your official TEAS (<http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx>) preadmission examination scores to the SHP Admissions Office. Choose **CCBC TEAS** as the site where you want the scores reported when registering for your exam or by logging in to your [ATITESTING.com](https://www.atitesting.com) account. (<https://www.atitesting.com/Home.aspx>). The testing deadline is always 2 weeks prior to the application deadline.
12. Your admissions status updates are visible for you if you log back into your account. You will see these statuses:
  - a. Received – application is submitted, documents are missing
  - b. Materials Received – payment is received, all required documents are received
  - c. Verified – final status – all materials have been received and GPA is calculated. You will receive an email when your file is verified. If your application is not listed as “Verified,” then it is not complete.
13. If you have previously applied to a CCBC program through the CCBC CAS, then you may log back into your account and update existing information. You do not have to recreate the entire application. You will be asked to verify your contact information and other sections of the application. If you have NOT TAKEN or COMPLETED any additional courses since you submitted the previous application, then you do not have to edit the electronic transcript or submit copies of your transcripts. However, if you HAVE taken or completed any additional courses, you will need to update your electronic transcript and submit a new transcript to the transcript center.  
  
For example, if when you submitted your first application, you sent a transcript from August that contained courses already registered for the fall semester, and you have now completed those courses when you reapply during the following spring semester; you will have to add grades for those courses to your electronic transcript and then confirm those new grades with another official transcript. If you do not send another transcript, your application will never be verified because the transcript center is waiting for a transcript that contains your fall grades.

Note that recommendations, essays, and some questions and documents do not carry over to a new cycle and will have to be resubmitted.

#### Additional information:

- You should plan to spend approximately 45 minutes to an hour to complete your application. It is not necessary to complete it all at one time. You may start the application, save it, and return later to complete it. **However, you must pay and complete the application by the application deadline.** You will have a maximum of two weeks after the application deadline to submit any missing transcripts to the transcript processing

center in Watertown, MA. The turn-around-time from the date a transcript is received until verification is approximately 3-4 weeks.

- Your application is not complete until you have paid the application fee. After you finish entering all of your data in all four quadrants of the application, payment is made by going to “Submit Payment.” Choose the program you wish to submit. Pay the **non-refundable** application fee. Do not wait until transcripts are received to pay and submit your application.
- After you have submitted your application, there are only two areas that can be edited, so read carefully and complete your application accurately. These are the two areas that can be edited after submission:
  - Contact information
  - You may enter final grades for courses that were listed as “in progress” when you submitted the application. If your application is listed as “verified,” do not send updated transcripts to the CCBC CAS Transcript Processing Center. The Transcript Processing Center does not update transcripts after the application has been verified. You must provide a copy of the transcript to the CCBC SHP Admissions Office if you complete courses after you submit your application, and if the course(s) was completed at another institution. See items # 12 and 13 for addresses.
- It is strongly recommended that you log back into your application regularly and check the progress of your application. If a problem arises, you will have time to correct it.

### **What to do About an UNDELIVERED Application**

If you do not enter your coursework correctly in your CCBC CAS application, after you pay and submit your application, it will be sent back to you and given a status of “Undelivered.” You will receive an email at the same time that will tell you why your application has been undelivered. You must correct and resubmit the application in order for the SHP Admissions Office to have access to it.

#### **Here are the most common reasons an application would be undelivered:**

- Not reporting all colleges or universities that you have attended
- Not listing courses under the proper semesters
- Not listing your coursework properly, using wrong prefixes or course numbers
- Not listing ALL courses, including developmental courses or AP/CLEP courses

Your application must have a status of “Complete” or “Verified,” depending on the program, for us to evaluate your application. If you are not able to make the necessary corrections by yourself or if you do not understand the email that you received about your application, you should contact the application management service.

### How to contact the application management service:

- Every page of the application has a (?) at the top of the application. If you click on that question mark, you will see a drop-down menu that has a link to the email help line and a link to the Instructions and FAQs.
- The recommended way to communicate is to send an email.
- However, if you need to speak with a representative, look in the Instructions and FAQs for the Contact Us line which contains a phone number for the Watertown, MA office.

### What to do after you have made the corrections:

- You must resubmit the application.
- There is no additional payment required.
- After you have made your corrections, go to the Check Status tab at the top of the application home page. Click on "Resubmit Programs."

### Help is Available!

- There are comprehensive application instructions and FAQs (Frequently Asked Questions) in the application.
- There is a drop-down menu under the (?) in the top right corner of every page of the application and at the very bottom of each page of the application. Both menus lead to an email to the help desk and the FAQs.
- There is a hotline phone number contained in the Contact Us section of the FAQs.
- You may also contact the CCBC School of Health Professions Admissions Office at 443-840-2810 or email to [Shpseat@ccbcmd.edu](mailto:Shpseat@ccbcmd.edu) or fax to 443-840-1588. Include your CCBC CAS ID number on any correspondence with the SHP Admissions Office.

### Supplemental Application Information

After you submit your CCBC CAS application, you will be directed to submit a free supplemental application for the same program through your SIMON account. You will see this message attached to your SIMON application: **"incomplete, items outstanding."**

At one time we used the SIMON application account to communicate with the applicants and updated it frequently. However, since we have moved our applications into the CCBC CAS where we have email capabilities, we no longer use SIMON for that function. ALL of the other applications in SIMON have the "incomplete" message attached to them. We will edit that comment as the application is processed in our office, but it may take several days. The "incomplete" comment will not affect your CCBC CAS application in any way. Until the comment is removed, just be sure your CAS application is completed and paid by your program deadline and ignore Simon.

What you will see in the CCBC CAS.

CCBC CAS Log in page



Create your Account




These two screen shots are for applicants who have already created an account for a previous application cycle and are returning to edit the previous application. First is the Welcome Back screen where you can see which parts of the application you will edit. Follow the step-by-step instructions to enter each section of this page and confirm that the information is correct or edit it. The second screen shot shows what you would see if you entered the profile section of the application and want to edit, for example, biographic information. If you click on the (+) sign, you get a drop-down of your biographic information to edit.

## Welcome Back


As a previous applicant to **CCBC CAS**, you can speed up the application process by copying data from your previous application. Whether you submitted an application or started an application but did not complete the application process, this time saving process applies to you.

**Confirm Your Profile Information**




Step 1 in the re-applicant process is to confirm your profile information. Make any necessary updates to your Name, Contact Information and Account Information.

**Decide if You Want to Copy Application Data**




Step 2 in the re-applicant process is to decide if you want to copy data from a previous application. You will be able to review all of the application sections and decide what you want to copy. Or, you can start with a blank application to clear out all previous application information.

**Choose Your Programs**



Once you have updated your profile and decided which application data to copy, you will start your new application. The first step is selecting the programs to which you want to apply.

**Review Application Sections**



Every section of the application for which you choose to copy application data will initially be marked with the I icon. You will need to visit each of these application sections to

## Select Application Data to Copy

Select all of the application sections for which you wish to copy application data. Any data you entered previously will be carried forward.

Colleges Attended and Transcript Entry will not be editable for applicants who were Verified in a previous application. You will be able to edit in progress degrees and coursework, and add new degrees and coursework. If you did not progress far enough in your previous application to be Verified, all information in Colleges Attended and Transcript Entry will be editable. All other sections of the application will be editable.

### Personal Information

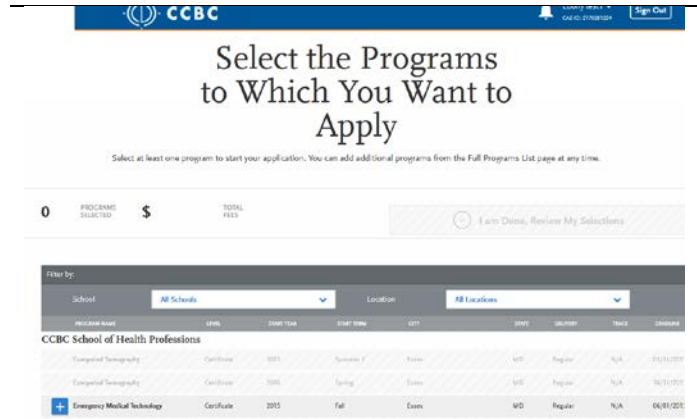
<input type="checkbox"/>	Biographic Information
<input type="checkbox"/>	Contact Information
<input type="checkbox"/>	Citizenship Information
<input type="checkbox"/>	Race & Ethnicity
<input type="checkbox"/>	Other Information

### Academic Information

<input checked="" type="checkbox"/>	Colleges Attended
<input checked="" type="checkbox"/>	Transcript Entry



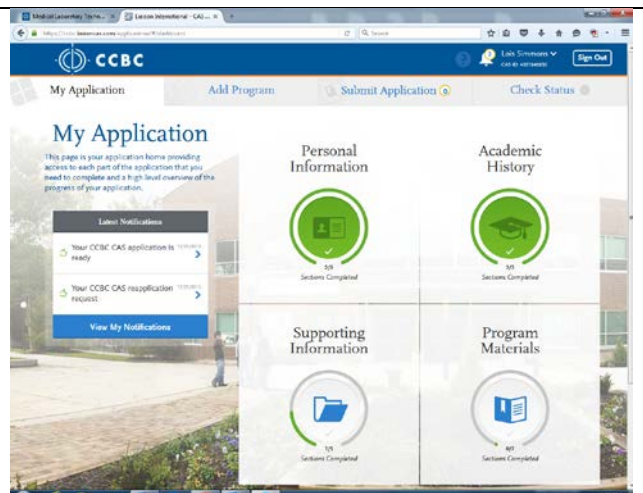
Program selections. You may not choose programs that are grayed-out. Click on the blue (+) sign to choose a program.



Dashboard – My Application  
 These are the four quadrants of the application that you must complete.

Latest Notifications is where you will find your CAS ID number and any important messages regarding your application. Each circle will turn green as you complete that quadrant. This application has two quadrants completed and two that are still in progress.

You can also see “Submit Application” where you would pay for your application.



See the (?) at the top right of the application in the blue stripe. This is where the link to the help line and the FAQs is located.

Remember that any information related to your application will be sent to the email account you listed in your application. If you change your email address, you must go back into your CAS account and edit your contact information.

ALL communication with applicants, including accept letters, is done using the email address in the application. It is extremely important that you enter the correct email into your application.

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